

MEETING NOTICE

TO: Budget, Finance & Investment Committee

FROM: Joyce Ealy, Chairman

TIME: Thursday, January 5, 2012 – 5:30 P.M.

PLACE: Courthouse, Room 205

AGENDA

1. Approve Minutes
2. Investment Report
3. Fund Condition Report
4. Risk Management Financial Report
5. General Fund Budget Amendments:
 - A. Risk Management
 - B. Correctional Work Center
 - C. Pet Adoption & Welfare Services
 - D. Sheriff's Department/Jail (4)
6. DEA Special Purpose Fund Budget Amendment
7. Proposed Lease Agreement with DEX Imaging for Postage Meters
8. Other Business

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To also include items that may be forwarded by Public Works Committee or any other committee after agenda is mailed.

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cc: Commissioners
Ernest Burgess
Jim Cope
Teb Batey
News Media

In Accordance with ADA (AMERICANS WITH DISABILITIES ACT), any disabled persons requiring accommodations for participation in the meeting should contact the Finance Department (898-7795) at least two working days prior to the meeting in order that appropriate accommodations can be made.

EXPLANATION OF AGENDA ITEMS

1. The minutes of the December 8, 2011 Budget Committee meeting will be presented for approval.
2. Mr. Teb Batey, Trustee, will present the monthly Investment Report.
3. The Finance Director will present the Fund Condition Report for the month ending December 31, 2011.
4. The Risk Management Director will present the monthly Financial Insurance Reports.
5. **General Fund Budget Amendments:**

- A. The Risk Management Director will be requesting approval of the following budget transfer to provide the longevity pay and the related benefits for an employee with prior experience who transferred into the department from another county department:

From:	101-51920-502 – Building & Contents Insurance -	\$ 365
To:	101-51920-186 – Longevity Pay -	\$ 300
	101-51920-201 – Social Security -	20
	101-51920-204 – State Retirement -	40
	101-51920-212 – Employer Medicare -	5

- B. The Correctional Work Center Superintendent will be requesting approval of the following budget amendment to recognize grant proceeds received from The Community Foundation of Middle Tennessee in the amount of \$2,000 and to appropriate the proceeds to purchase materials to build dog houses:

Increase Revenue:	101-48990 – Other -	\$2,000
Increase Expend.:	101-54220-499 – Other Supplies/Mat. -	\$2,000

- C. The PAWS Director will be requesting approval of the following budget amendments to provide additional funding for the Overtime Pay and the Part Time Personnel Accounts utilizing available funds in the Longevity Pay, Supervisor, and Attendants Accounts due to vacancies:

From:	101-55120-186 – Longevity Pay -	\$ 975
	101-55120-105 – Supervisor -	15,000
	101-55120-164 – Attendants -	10,000
To:	101-55120-187 – Overtime Pay -	\$ 6,000
	101-55120-169 – Part Time Personnel -	19,975

The PAWS Director will also be requesting approval of the following budget amendment to recognize \$4,000 received from donations, and to appropriate the donations for Veterinary Services and Drugs & Medical Supplies until the surgical area is finished:

Increase Revenue:	101-44570 – Contributions/Gifts -	\$ 4,000
Increase Expend.:	101-55120-357 – Veterinary Services -	\$ 2,500
	101-55120-413 – Drugs & Medical Supp. -	1,500

Explanation of Agenda Items (cont'd)

From:	101-54110-709 – Data Processing Equipment -	\$10,480
To:	101-54110-718 – Motor Vehicles -	\$10,480

From:	101-54110-708 – Communications Equipment -	\$ 5,000
	101-54110-716 – Law Enforcement Equipment -	10,000
	101-54210-399 – Jail/Other Contracted Services -	10,000

To:	101-54110-451 – Uniforms -	\$25,000
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From:	101-54210-710 – Jail/Food Service Equipment -	\$20,000
To:	101-54210-335 – Maint./Repair Building -	\$20,000

From:	101-54210-186 – Jail/Longevity Pay -	\$ 425
To:	101-54110-186 – Sheriff's Dept./Longevity Pay -	\$ 425

6. The Sheriff's Department will be requesting approval of the following budget amendment for the DEA Special Purpose Fund to purchase three vehicles:

From:	121-34525 – Restricted for Public Safety -	\$98,000
To:	121-54110-718 – Motor Vehicles -	\$98,000

7. The Finance Director will be requesting approval of a lease agreement with DEX Imaging to replace the postage meters for both the Courthouse and the New County Office building.

8. Other Business